

NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

MISC

REFS:3003490/100042

CONTRACT NUMBER	CONTRACT TITLE
CS170042003	Alternatives to Abortion Program Services
AMENDMENT NUMBER	CONTRACT PERIOD
Amendment #002	July 1, 2017 through June 30, 2018
REQUISITION/REQUEST NUMBER	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID
NR 886 DFA18000005	13421808001/MB00099548
CONTRACTOR NAME AND ADDRESS	STATE AGENCY'S NAME AND ADDRESS
FAITH MATERNITY CARE 1900 LAKE DRIVE FULTON MO 65251	Department of Social Services Division of Finance & Administration Svcs 221 W High Street, Room 310, PO Box 1082 Jefferson City MO 65102-1082

ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:

Contract CS170042003 is hereby amended pursuant to the attached amendment #002, dated 08/06/17.

BUYER	BUYER CONTACT INFORMATION
Julie Kleffner	Email: julie.kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER	DATE
	8-22-17
DIRECTOR OF PURCHASING	
	Karen S. Boeger



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT RENEWAL

AMENDMENT NO.: 002
CONTRACT NO.: CS170042003
TITLE: Alternatives to Abortion Program Services
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

TO: FAITH MATERNITY CARE
1900 LAKE DRIVE
FULTON MO 65251

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	Julie.Kleffner@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME <i>Faith Maternity Care</i>	MBI SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN) MB00099548
MAILING ADDRESS <i>PO Box 6232</i>	
CITY, STATE, ZIP CODE <i>Fulton, MO 65251</i>	

CONTACT PERSON <i>Laura Griggs</i>	EMAIL ADDRESS <i>treasurer@faithmaternity.com</i>				
PHONE NUMBER <i>573-642-7414</i>	FAX NUMBER <i>573-642-8184</i>				
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)					
<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual	<input type="checkbox"/> State/Local Government	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input checked="" type="checkbox"/> IRS Tax-Exempt
AUTHORIZED SIGNATURE <i>[Signature]</i>	DATE <i>8-6-17</i>				
PRINTED NAME <i>Laura Griggs</i>	TITLE <i>Treasurer</i>				

AMENDMENT #002 TO CONTRACT CS1700420003

CONTRACT TITLE: Alternatives to Abortion Program Services

CONTRACT PERIOD: July 1, 2017 through June 30, 2018

The State of Missouri hereby exercises its option to renew the above-referenced contract and desires to amend the contract.

Effective July 1, 2017, the administrative responsibilities of the Alternatives to Abortion was transferred from the Office of Administration, Commissioner's Office to the Missouri Department of Social Services at the following address:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

Therefore, the all references to the state agency shall be hereby deemed to mean the Missouri Department of Social Services.

Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicate in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in *italics* below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 4	\$ <u>193,323</u> <u>(\\$184,789.44)</u>	maximum annual total price
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The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

NOTE: The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

KINGDOM MINISTRIES DBA FAITH MATERNITY CARE
Estimated Annual Price

Residential Facility and Resident Client Expenses

Staff Salaries	77000
Facility Utilities	7200
Facility Insurance	5208
Communications	2268
Office Supplies	2400
Facility Repairs	2400
10% De Minimus	9647 (indirect admin expenses)
Resident Food	6000
Resident Supplies	3600 (i.e. maternity clothing, baby supplies)
Security Deposits	3000 (per 2.3.2 l2)

Non-Resident A2A Client Expenses

Staff Salaries	15000
Office Supplies	1000
10% De Minimus	1600
Rent Assistance	24000
Emergency Housing	8000
Utility Assistance	12000
Non-Resident Supplies	3000

TOTAL ANNUAL PRICE **183323**

**Kingdom Ministries DBA Faith Maternity Care
Budget Narrative**

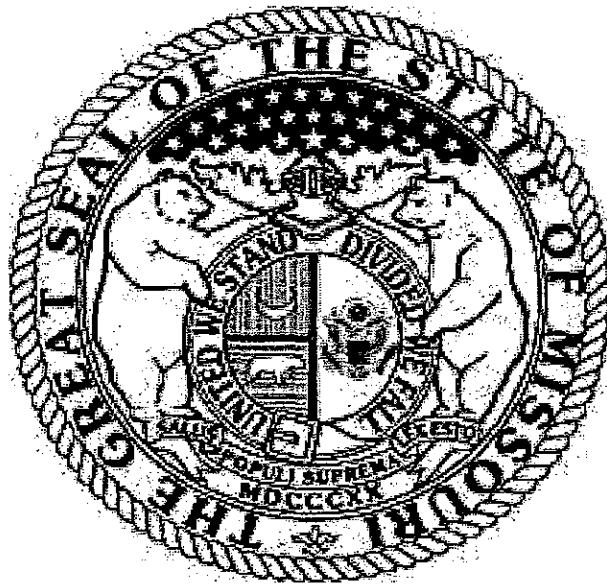
In response to Amendment #002 to contract CSI700420003, Kingdom Ministries DBA Faith Maternity Care requests a maximum annual total price of \$183,323 for the Alternatives to Abortion Program Services Grant. This total price reflects the following scenario:

- Residential facility running at full capacity (5 residents) with 24-hr staffing including two credentialed case managers and four part-time home supervisors to assist with resident care, transportation to appointments/school/work, and life-skills education. The residential facility provides each client with safe shelter, food, necessary maternity/infant clothing, and transportation services.
- Non-residential facility accepting ten A2A eligible clients per month staffed with one credentialed and one non-credentialed case manager. An estimated \$44,000 used to meet the rent, utility, and emergency housing needs of these clients. An estimated \$3,000 used to meet other necessary supplies for these clients (maternity clothing, baby supplies, transportation to doctor's appointments). This estimate was made using the average amount requested from A2A eligible clients over the last four months at our non-resident office.
- Necessary office expenses for both facilities including office supplies, communications, insurance, utilities, and mortgage.

If you require any further information about our requested maximum annual total price or budget narrative, please contact Laura at treasurer@faithmaternity.com or 573-642-7414.

Respectfully Submitted,

Laura Griggs
Treasurer
Faith Maternity Care



State of Missouri
OFFICE OF ADMINISTRATION
Division of Purchasing
Contract Amendment Documentation

The following documentation consists of additional contract amendment documentation. The additional contract amendment documentation is not a part of the official contract amendment, but provides supporting information for the official contract amendment.

Kleffner, Julie

From: Morrison, Mary Ann
Sent: Wednesday, August 16, 2017 3:55 PM
To: Kleffner, Julie
Subject: FW: A2A Amendment 002
Attachments: CS170042003-002 (Faith Maternity - FY18) APPROVED 8-16-17.pdf

Please see attached.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Benne, Joy
Sent: Wednesday, August 16, 2017 3:55 PM
To: Morrison, Mary Ann
Subject: RE: A2A Amendment 002

Mary Ann,
Please find attached the amendment and "APPROVED" budget for Faith Maternity Care.

The original documents received contained an error in the calculations. The "indirect admin expenses" were calculated incorrectly thus requiring revised documents to be received. The documents consisted of the page 2, budget breakdown and the budget narrative.
Thanks

Joy E Benne, Fiscal Administrative Mgr.
Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

From: Morrison, Mary Ann
Sent: Monday, August 07, 2017 9:40 AM
To: Benne, Joy
Subject: FW: A2A Amendment 002

Joy,

Please review and advise if acceptable to proceed.
Thanks.

Mary Ann Morrison, Procurement Officer II

DSS/DFAS

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: maryann.morrison@dss.mo.gov

From: Kleffner, Julie
Sent: Monday, August 07, 2017 7:11 AM
To: Morrison, Mary Ann
Subject: FW: A2A Amendment 002

Please review and advise if acceptable to proceed.

Julie Kleffner, CPPB
Division of Purchasing
Harry S Truman Bldg, Room 630
Post Office Box 809
Jefferson City MO 65102-0809
Phone: 573-751-7656
Fax: 573-526-9816

From: Laura Griggs [mailto:treasurer@faithmaternity.com]
Sent: Sunday, August 06, 2017 7:46 PM
To: Kleffner, Julie <Julie.Kleffner@oa.mo.gov>
Subject: A2A Amendment 002

Julie -

Please find our signed amendment sheets, budget, and narrative attached. Please let me know if you need anything else.

Thank you!

Laura Griggs
Faith Maternity Care
573-642-7414



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT RENEWAL

AMENDMENT NO.: 002
CONTRACT NO.: CS170042003
TITLE: Alternatives to Abortion Program Services
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

TO: FAITH MATERNITY CARE
1906 LAKE DRIVE
FULTON MO 65251

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

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Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME <i>Faith Maternity Care</i>	MB - BUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN) MB00099548				
MAILING ADDRESS <i>PO Box 6232</i>					
CITY, STATE, ZIP CODE <i>Fulton, MO 65251</i>					
CONTACT PERSON <i>Laura Griggs</i>	EMAIL ADDRESS <i>treasurer@faithmaternity.com</i>				
PHONE NUMBER <i>573-642-7414</i>	FAX NUMBER <i>573-642-8184</i>				
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)					
<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual	<input type="checkbox"/> State/Local Government	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input checked="" type="checkbox"/> IRSTax-Exempt
AUTHORIZED SIGNATURE <i>[Signature]</i>	DATE <i>8-6-17</i>				
PRINTED NAME <i>Laura Griggs</i>	TITLE <i>Treasurer</i>				

AMENDMENT #002 TO CONTRACT CS1700420003

CONTRACT TITLE: Alternatives to Abortion Program Services

CONTRACT PERIOD: July 1, 2017 through June 30, 2018

The State of Missouri hereby exercises its option to renew the above-referenced contract and desires to amend the contract.

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Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

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Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicated in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in italics below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 4	\$ <u>161,494</u> <u>(\$184,789.44)</u>	maximum annual total price
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The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

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KINGDOM MINISTRIES DBA FAITH MATERNITY CARE
Estimated Annual Price

Residential Facility and Resident Client Expenses

Staff Salaries	77000
Facility Utilities	7200
Facility Insurance	5208
Communications	2268
Office Supplies	2400
Facility Repairs	2400
10% De Minimus	9420 (indirect admin expenses)
Resident Food	6000
Resident Supplies	3600 (i.e. maternity clothing, baby supplies)
Security Deposits	3000 (per 2.3.2 l2)

Non-Resident A2A Client Expenses

Staff Salaries	15000
Office Supplies	1000
Rent Assistance	24000
Emergency Housing	8000
Utility Assistance	12000
Non-Resident Supplies	3000

TOTAL ANNUAL PRICE **181496**

**Kingdom Ministries DBA Faith Maternity Care
Budget Narrative**

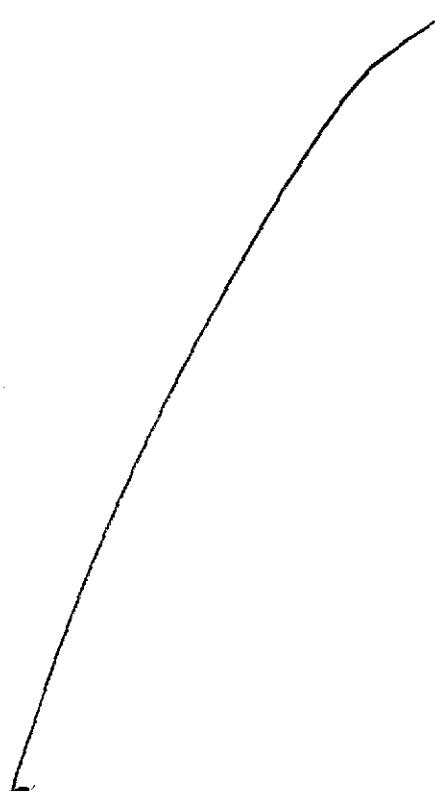
In response to Amendment #002 to contract CSI700420003, Kingdom Ministries DBA Faith Maternity Care requests a maximum annual total price of \$181,496 for the Alternatives to Abortion Program Services Grant. This total price reflects the following scenario:

- Residential facility running at full capacity (5 residents) with 24-hr staffing including two credentialed case managers and four part-time home supervisors to assist with resident care, transportation to appointments/school/work, and life-skills education. The residential facility provides each client with safe shelter, food, necessary maternity/infant clothing, and transportation services.
- Non-residential facility accepting ten A2A eligible clients per month staffed with one credentialed and one non-credentialed case manager. An estimated \$44,000 used to meet the rent, utility, and emergency housing needs of these clients. An estimated \$3,000 used to meet other necessary supplies for these clients (maternity clothing, baby supplies, transportation to doctor's appointments). This estimate was made using the average amount requested from A2A eligible clients over the last four months at our non-resident office.
- Necessary office expenses for both facilities including office supplies, communications, insurance, utilities, and mortgage.

If you require any further information about our requested maximum annual total price or budget narrative, please contact Laura at treasurer@faithmaternity.com or 573-642-7414.

Respectfully Submitted,

Laura Griggs
Treasurer
Faith Maternity Care



MEMORANDUM

Office of Administration
Division of Purchasing

TO: Laura Ortmeyer

FROM: Julie Kleffner 

DATE: July 19, 2017

RE: Renewal/Amendment to the Alternatives to Abortion Program Services Contracts

The Department of Social Services has requested the Alternatives to Abortion Program Services contracts, CS170042001 through CS170042009, be renewed with a funding increase pursuant to House Bill 11, section 11.120, lines 2 through 6. Pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, funds may increase at the time of renewal if funds are appropriated by the General Assembly.

The contracts are also being amended as follows:

1. The administrative responsibilities of the Alternatives to Abortion Program transferred from the Office of Administration to the Department of Social Services.
2. As a result of the transfer of administrative responsibilities, Attachment 3 is being revised to reflect the correct state agency.
3. Attachment 5 is being revised to reflect the appropriate contract period.

Due to the legislature including a rate increase in the Fiscal Year Budget via House Bill 11 (see attached) and is allowed by paragraph 2.12.3 b. of the contract, I am processing the renewal to the contracts allowing a price increase.

Additionally, 1 CSR 40-1.050 (8) states, "*Contracts awarded as the result of a competitive solicitation may be amended when such an amendment is in the best interest of the state and does not significantly alter the original intent or scope of the contract.*"

Therefore, since the intent and scope of the contract are not altered, I am proceeding to amend the contract as requested.

Kleffner, Julie

From: Benne, Joy
Sent: Wednesday, July 19, 2017 3:42 PM
To: Morrison, Mary Ann; Kleffner, Julie
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal
Attachments: RE: A2A FY18 Funding

Please see the attached email from Laclede County Pregnancy Center stating they do not want the increased funding for FY18. Thanks

Joy E Benne, Fiscal Administrative Mgr.

Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 3:39 PM
To: Kleffner, Julie
Cc: Benne, Joy
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In addition to response (2), Laclede County Pregnancy Support Center communicated with DSS they did not want the increased funding for FY18. Let me know if you need the documentation and I'll get it from the Program. Thanks.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 3:29 PM
To: Kleffner, Julie
Cc: Benne, Joy
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

Thank you!

In response to (1), funding increase was based on HB 11, section 11.120 lines 2 through 6 minus 3% Governor's reserve on the general revenue portions (line 4) and per DSS upper management, line 6 funding amount was not included (if you need a copy of the HB, just let me know).

In response to (2), funding allocation approximate percentage was taken from section 3.3.2 of the RFP. This percentage was multiplied against the total funding allocation available for FY18 (HB11, section 11.120, lines 4 through 6) which gave the amount of funding for each of the 9 regions. Each region amount was based on # of awards made for each region as outlined in subsection of 3.3.2. Determination on who received the highest percentage is based on ranking from the evaluation process.

Please let me know if there is any additional information needed.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Kleffner, Julie
Sent: Wednesday, July 19, 2017 1:05 PM
To: Morrison, Mary Ann
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

I will get something drafted for your review.

Please provide (1) an explanation (e-mail/memo) explaining why funds have increased and (2) an explanation how funding for each contractor was determined for inclusion in the contract file.

Thank you

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 12:50 PM
To: PURCHMAIL <purchmail@oa.mo.gov>; Ortmeyer, Laura <Laura.Ortmeyer@oa.mo.gov>; Kleffner, Julie <Julie.Kleffner@oa.mo.gov>
Subject: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In reference to NR 886 DFA18000005, please renew Alternatives to Abortion contracts/ CS170042001-009. The attached backup documentation includes the amendment verbiage, updated attachments and FY18 budget amounts for each contract (column I).

Prior to sending out for signature, please provide a copy of the amendment for program review.

Please contact me with any questions.

Thank you.

Mary Ann Morrison, Procurement Officer II
Missouri Department of Social Services
Division of Finance & Administrative Services
615 Howerton Court
P.O. Box 1643
Jefferson City, MO 65102-1643

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: maryann.morrison@dss.mo.gov

Confidentiality Notice: This electronic communication is from the Missouri Department of Social Services (DSS), Division of Finance & Administrative Services, and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or DSS policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email at maryann.morrison@dss.mo.gov or by phone at 573-526-3433.

Kleffner, Julie

From: Abigail Chisom <abigail@psclebanon.org>
Sent: Tuesday, July 18, 2017 12:23 PM
To: Benne, Joy
Subject: RE: A2A FY18 Funding

Hi Joy,

Since things have changed with the maternity home funding method we haven't used as much funding. I think we better stay with our original amount at this time so the money can be put to good use elsewhere.
Thank you,

Abigail Chisom
Assistant Director
Laclede County Pregnancy Support Center
417-532-8555

From: Benne, Joy [mailto:Joy.E.Benne@dss.mo.gov]
Sent: Tuesday, July 18, 2017 11:57 AM
To: 'Abigail Chisom'
Subject: A2A FY18 Funding

Abigail,

Question for Laclede County Pregnancy Support Center....For FY2018 the A2A program was given additional funding. Would Laclede County Pregnancy Support Center be able to spend the extra funding in FY2018 if awarded?

We are possibly looking at more than what was stated for maximum annual total price on the contract award page from OA. DSS wants to make sure everyone can use the extra funding without lapsing any.

Joy E Benne, Fiscal Administrative Mgr.

Missouri Department of Social Services
Division of Finance & Administrative Services
Broadway State Office Building
221 W. High St., Room 310
P.O. Box 1082
Jefferson City, MO 65102-1082
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

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PURCHASING

CONTRACT AMENDMENT ROUTING GUIDE

NR 886 DFA 18000005

Revised 08/17/15

JH

C S170042003 A# 002

8-14

1. Indicate Contract Amendment Type

RENEWAL:	PERIOD OF	TOTAL	
<input type="checkbox"/>	Renewal - % Increase	Cost Savings	Performance Security Deposit: \$ _____
<input type="checkbox"/>	Renewal - \$ Increase	Cost Savings	Surety Bond: \$ _____
<input type="checkbox"/>	Renewal - W/O Increase		
SFS Renewal - Prices In Original Contract			Annual Wage Order Number: _____
SFS Renewal - Prices Not in Original Contract			Annual Wage Order Date: _____
EXTENSION PERIOD:			County(ies): _____
<input type="checkbox"/>	Extension - 30-Day		
<input type="checkbox"/>	Termination		
<input type="checkbox"/>	Extension - \$ Increase	Cost Savings	Other Instructions: _____
<input type="checkbox"/>	Extension - W/O Increase		
<input type="checkbox"/>	Assignment		
<input checked="" type="checkbox"/>	Cancellation/Termination		
<input type="checkbox"/>	Other Amendment		

2. Preliminary Tasks/Verifications

A. Section 34.040.6, RSMo	Buyer/Section Support	DT	7-31-17
B. Purchasing Suspension List	Buyer/Section Support	DT	7-31-17
C. Federal Suspension - SAM.GOV	Buyer/Section Support	DT	7-31-17
D. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support	DT	7-31-17
E. Review of Participation Commitment Attainment - If app, Verify Receipt of 1 st Renewal - Blind/Shel Wkshp Affdvt	Buyer	DT	7-31-17
F. SFS Review/Justification - Insert Advertising Date, if applicable	Buyer	DT	7-31-17

3. Prepare Contract Amendment

4. Review/Approve Contract Amendment (If Signature Required)	Buyer	DT	7-31-17
Initial	Supervisor	Section Manager	L.O.

Date	8/1/17	Asst Director	Director
------	--------	---------------	----------

5. E-Mail/Fax Contract Amendment (If Signature Required)	Buyer/Section Support	DT	8-1-17
Contractor E-Mail Address/Fax Number	+treasurer@faithmaternity.com	DT	8-1-17
State Agency Contact E-Mail Address	Many Ann Morrison	DT	8-1-17
Section 34.040.6, RSMo, Letter	Follow-Up Notes:	DT	8-1-17

6. Review Contract Amendment Response - Verifications

A. Renewal/Extension Pricing	Buyer/Section Support	DT	8-22-17
B. Section 34.040.6, RSMo	Buyer/Section Support	DT	8-22-17
C. Performance Security Deposit/Surety Bond	Buyer/Section Support	DT	8-22-17
D. Renewal/Extension with Cost Savings Language	Buyer	DT	8-22-17
E. Statewide Notice	Buyer	DT	8-22-17
F. SFS Authorized Limit \$	Buyer	DT	8-22-17
G. Contract Assignment Only Verifications - Complete unless completed in Step 2 above.		DT	8-22-17
1. E-Verify Exhibit/Affidavit/Documentation	Buyer/Section Support	DT	8-22-17
2. Assignment and Consent Form	Buyer/Section Support	DT	8-22-17
3. Purchasing Suspension List	Buyer/Section Support	DT	8-22-17
4. Federal Suspension - SAM.GOV	Buyer/Section Support	DT	8-22-17
5. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support	DT	8-22-17

7. Prepare Contract Amendment Award Document/Statewide Notice	Buyer/Section Support	DT	8-22-17
8. Review/Approve Contract Amendment Award Document	Buyer	DT	8-22-17

Initial	Supervisor	Section Manager	L.O.	Asst Director	Director
Date		8/22/17			

9. Process Contract Amendment	Buyer/Section Support	DT	8-25-17
AM 300 PMM 7639	Buyer/Section Support	DT	8-25-17
Distribute E-Verify & SDV Documents	Buyer/Section Support	DT	8-25-17
E-Mail/Fax NOA to Contractor/Assignee & Agency Contact	Buyer/Section Support	DT	8-25-17
Copy/Save As Statewide Notice to Internet Folder	Buyer/Section Support	DT	8-25-17

10. Log Participation Commitment Information	Central Support-Participation	DT	9-13
11. Image Contract Amendment Packet	Central Support-Imaging	DT	9-13

off